

Ref:	NR/L3/AIF/002
Issue:	1
Date:	04 September 2010
Compliance date:	04 December 2010

Level 3

Changing reference data in asset registers

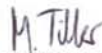
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Issue record

Issue	Date	Comments
1	04 September 2010	Replaces NR/L3/AMG/AK0025 issue 2 <i>Asset Data Maintenance Reference Data Change</i> . Substantial updates made to reflect expanded business requirements and a new reference scheme has been applied.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04 December 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L2/AIF/001	Asset Data Management
NR/L2/EBM/029	Product Introduction & Change

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1 Purpose

This standard specifies the processes to be followed when changing reference data within Network Rail asset registers.

2 Scope

This standard implements the requirements of *NR/L2/AIF/001 Asset data management* and applies to changes made to reference data for:

- maintenance planning (e.g. EGI MSTs, standard jobs and work groups within Ellipse);
- assets (e.g. new equipment types and attribute requirements within asset registers).

3 Roles and responsibilities

Asset Data Quality	Manage the specification of asset data, including the reference data requirements for equipment types and associated attributes.
Asset Systems Business Support (ASBS)	Provide a business support service for asset data systems. Responsible for managing the implementation of any required changes.
Asset Engineer	Network Rail engineer who is the person with responsibility for ownership and management of an asset in a geographical area or at a specific location.
Change Requestor	Any person who identifies a requirement to change asset reference data.
Discipline Head of Asset Management	The nominated representative of each engineering function, designated to sign off changes to reference data, related to that function, in Network Rail asset registers.
Systems Support Manager	Network Rail role responsible for the update of asset data and asset maintenance regime data and local management of related change requests

Table 1 – Roles and responsibilities

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RACI DETAILS	KEY CONTROL ACTIVITY	Resources					
		Change Requestor	Systems Support Manager	Asset Systems Manager	Asset Data Quality Manager	Discipline Head of Asset Management	Asset Engineer
Process Task							
5 New or changed work group or work group set							
5.1 Requirement to create or change a work group or work group set		RA					
5.2 Prepare change request		RA	I	I			
5.3 Evaluate change request		I	RA	I			
5.4 Log change request		I	I	RA			
5.5 Evaluate change request				RA			
5.6 Update Ellipse				RA			
5.7 Confirm		I	I	RA			
6 New or changed standard job							
6.1 Requirement to create or change a standard Job		RA					
6.2 Prepare change request		RA	C				C
6.3 Forward change request to ASBS			RA	I			
6.4 Log change request		I	I	RA			
6.5 ASBS evaluation				RA			
6.6 Asset Data Quality evaluation				I	RA		
6.7 Engineering evaluation and authorisation				I		RA	
6.8 Request additional information				RA			
6.9 Update Ellipse				RA			
6.10 Confirm outcome		I	I	RA			
7 New or changed EGI MST							
7.1 Requirement to change or create an EGI MST		RA					
7.2 Prepare change request		RA	C				C
7.3 Forward change request to ASBS			RA	I			
7.4 Log change request		I	I	RA			
7.5 ASBS evaluation				RA			
7.6 Asset Data Quality evaluation				I	RA		
7.7 Engineering evaluation and authorisation				I		RA	
7.8 Request additional information				RA			
7.9 Update Ellipse				RA			
7.10 Confirm outcome		I	I	RA			

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RACI DETAILS	KEY CONTROL ACTIVITY	Resources					
		Change Requestor	Systems Support Manager	Asset Systems Manager	Asset Data Quality Manager	Discipline Head of Asset Management	Asset Engineer
Process Task							
8 New or changed equipment type or attribute							
8.1 Requirement to create or change an equipment type or attribute		RA					
8.2 Notify asset data quality		RA			I		
8.3 Log request					RA		
8.4 Asset Data Quality Evaluation		I			RA		
8.5 Agree design				C	RA	C	
8.6 Implement design				RA			
8.7 Confirm outcome		I		RA			
end RACI							

Table 2 – RACI Chart

RACI Notes:

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action / implementation – although usually only one, Rs can be shared.
- A – Accountable: the individual who is ultimately accountable including yes / no decision and power of veto – only one 'A' can be assigned.
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.